

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

19-May-2009		
Agenda		
1. Introduction and minutes of meeting held on 30 March 2009 and matters arising		The Chair welcomed Commissioners and the minutes of the previous meeting were agreed, subject to 1 minor amendment.
	Main Discussion	Commissioners agreed to prioritise the review of the Recruitment Code and to inform this review by first undertaking a stakeholder analysis exercise. It was agreed that the primary purpose of the review was to provide greater clarity and to ensure a shared understanding of the Code.
	Stakeholder analysis and Scenario Planning	Commissioners carried out a stakeholder analysis exercise and a scenario planning exercise.
	Review of Recruitment Code	Commissioners agreed that any proposed changes to the Code should be kept to a minimum and the purpose of the review was to clarify any areas open to possible misinterpretation. A number of proposed changes to the Code were discussed and Commissioners agreed that the review of the Recruitment Code should be the main area for discussion at the September business meeting.
	Any Other Business	Commissioners considered a request for approval to an appointment as an exception to the Merit principle and agreed that the requirements of the Recruitment Code had been met on this occasion
	Audit Audit Contract Communication Processes Audit Effectiveness of Training Audit 2009/10 Programme of Audit	Commissioners discussed the Audit Contract, noting that it would be in place to allow work to commence around September 2009. Commissioners noted that a response was expected shortly from the NICS regarding the Communication Processes Audit. Commissioners noted that a revised draft audit report was expected on the Effectiveness of Training Audit. Commissioners discussed the 2009/10 Audit Programme, and it was agreed that this would be progressed as soon as the new auditors were appointed.
	Internal audit of SCS approval process	Commissioners noted that the annual internal audit of the Secretariat's four-stage SCS competition approval process was almost complete. Commissioners were advised that the paperwork reviewed demonstrated a robust application of the procedures and processes within the Secretariat.
	Any Other Business Annual Progress Report to ECNI Future meetings	Commissioners approved the draft annual progress report. Agendas were agreed and papers noted for the 20 May visit to GB and for the 9 June PSG meeting.

